

PERSONAL SERVICES CONTRACTS TRAINING ANNOUNCEMENT

The PCP Personal Services Contracts training has been revamped. In response to comments received from evaluations over the past year, DPA/DHR now offers two levels of Personal Services Contracts PCP training, Level I and Level II.

Level I is basic training on personal services contracts. Topics include what you need to know to begin reviewing personal service contracts, the requirements for HR professionals, an overview of applicable statutes and Director's administrative procedures, flow charts of the contract review process, and the basics for determining independent contractor status. The course lasts approximately 6 hours.

Level II is advanced training focused on the required elements of cost comparisons and completion of the cost comparison form, as well as the appropriate application of applicable statutes and Director's administrative procedures. The course lasts approximately 4½ hours.

Both levels of training are required for HR professionals seeking PCP certification. Those professionals who are currently certified in PCP Contracts will have one year to complete Level II Advanced training to retain certification.

The next Level I class is scheduled for **November 20, 2003**. The next Level II class is scheduled for **October 28, 2003**. Please contact Judi Karg at judi.karg@state.co.us or (303) 866-2391 to reserve a space. Seats are limited and will be reserved on a first come, first served basis.

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